



STATE OF ARIZONA
Division of Emergency Management
5636 EAST McDOWELL ROAD
PHOENIX, ARIZONA 85008-3495
(602) 244-0504 1-800-411-2336



CERT TtT Checklist

THIS CHECKLIST MUST ACCOMPANY EACH COMPLETED APPLICATION
(partial applications will not be accepted)

- ☐ Application form (with all required signatures)
- ☐ Letter of endorsement

Evidence of completion for Required courses (the **ONLY** acceptable evidence is copy of certificate or letter/email from FEMA/EMI indicating successful completion of the course)

- ☐ G317 Basic 20-hr Community Emergency Response Team Training
- ☐ IS100 Introduction to the Incident Command System (ICS)
- ☐ IS200 ICS for Single Resources and Initial Action Incidents
- ☐ IS700 National Incident Management System (NIMS), an Introduction
- ☐ IS800 National Response Plan (NRP), an Introduction

Evidence of completion for Recommended courses

- ☐ IS317 Introduction to CERT (** see requirements sheet)
- ☐ IS22 Are you Ready? An In-depth Guide to Citizen Preparedness

My application is complete and I have attached the required documents, certificates, etc.

Printed name of applicant

Signature of applicant & Date

For ADEM ONLY:

Application Complete/Date

Application Approved/Denied & Date

Embe Kugler, State Coordinator



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Arizona Division of Emergency Management CERT Train-the-Trainer (TtT) G-417

Requirements for attendance G-417

1. Minimum of High School diploma or equivalent and at least 18 years of age.
2. Instructors will be recruited and selected to conduct this course based on their working knowledge of the content and skills required for each session.
3. G-317 Basic Hands on CERT class must have been completed within the previous 12 months. For those who have completed the listed classes greater than 12 months prior will be required to complete the IS-317.
4. Recognized certifications that relate to the particular subject area (s) are highly desirable (i.e., CEM®, PDS, CPR, First Aid, etc) and proof submitted with the application.
5. A letter of endorsement from the applicant's sponsor or previous adjunct position.
6. Evidence of successful completion (i.e., copy of certificates) of the following FEMA classes:

Required

- G-317 (Hands-on Basic CERT) (See paragraph 3)
- IS-100 (Introduction to the Incident Command System)
- IS-200 (ICS for Single Resources & Initial Action Incidents)
- IS-700 (National Incident Management System, An Introduction)
- IS-800 (National Response Plan, An Introduction)

Highly Recommended

- IS-317 (Introduction to the Community Emergency Response Team)
 - IS-22 (Are you ready, An in-depth guide to citizen preparedness)
7. Participate in the instruction of two Basic CERT (G-317) classes per year, if available.

Embe Kugler, State Of Arizona CERT Program Manager

Revised April 24, 2007
Effective April 24, 2007



State of Arizona
Division of Emergency Management

CERT – Community Emergency Response Team
Train the Trainer Course Application

(Please Clearly Print All Information)

APPLICANT:

Name: _____ EIN# _____

Last

First

MI

Phone #: (Work) _____ (Cell) _____ E-mail: _____

CERT Class Applying for: _____

Date

Location

Yes No

- ☐ ☐ Have you met the basic course pre-requisite requirement? Please attach copy of certificate.
- ☐ ☐ Are you trained as an emergency services provider?
- ☐ ☐ Are you willing to commit to instructing a minimum of three 20 hour classes per year?
- ☐ ☐ Are you a licensed amateur radio operator?
- ☐ ☐ Do you fluently speak Spanish?
- ☐ ☐ Have you ever been convicted of a felony?
- ☐ ☐ May we share your contact information with other jurisdictions?

I will participate in CERT training according to the known limitations of my abilities.

Signature: _____ Date: _____

EMPLOYER/SPONSOR APPROVAL:

Organization: _____ Phone: _____

Address: _____

Street

City

Zip

Approver: _____

Print Name

Title

Signature: _____ Date: _____

COUNTY ENDORSEMENT

County _____ Phone: _____

Approval: _____ Date: _____

**For information about CERT training, contact Michelle Dennis at the Division of Emergency Management
Phone 602-231-6252 Fax(602) 231-6206 email michelle.dennis@azdema.gov**